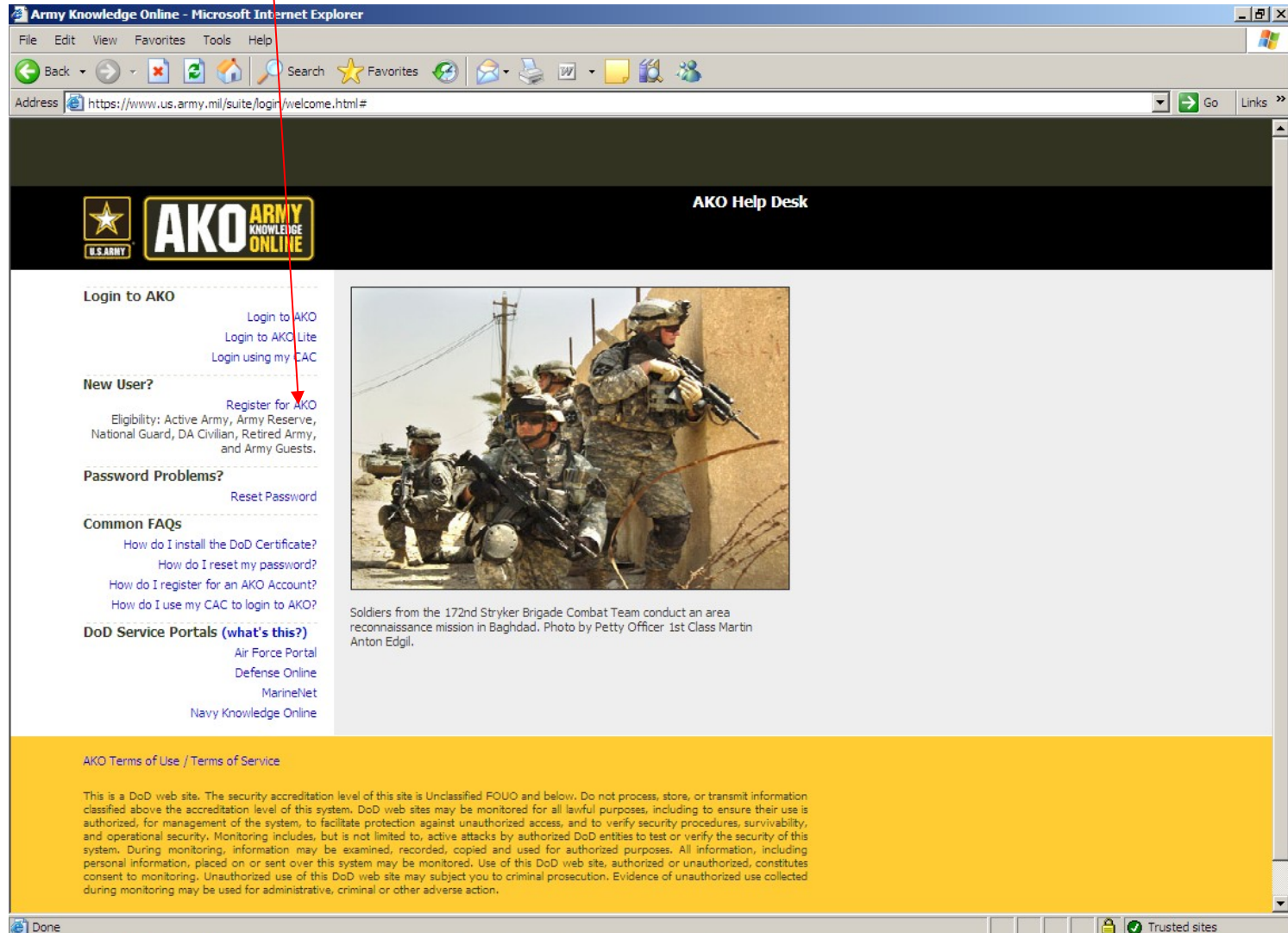


1. **New User** Go to <https://www.us.army.mil>
2. Click Register for AKO



3. Click Create Guest Account

The screenshot shows the Army Knowledge Online (AKO) registration page in a Microsoft Internet Explorer browser. The page title is "Army Knowledge Online - Microsoft Internet Explorer". The address bar shows the URL: <https://www.us.army.mil/suite/login/welcome>. The page features the AKO logo and the text "Army Portal Registration".

Authorized full accounts include the following:

- Active Army
- Army Reserves
- Army Retired
- DA Civilian
- DA Civilian, Retired
- Future Soldiers
- Medical Retired
- NAF Civilian
- National Guard
- National Guard, Retired
- ROTC Cadets (MS III and IV)
- U.S. Military Academy Cadets

Create Full Account

Guest accounts include the following:

- Army Volunteer
- Contractor
- DoD Civilian
- Family Member of Full AKO Member
- Federal Civilian Agencies
- Foreign Officer (attached to U.S. Army)
- Homeland Security
- Incoming DA Civilian ([what's this?](#))
- Military Transition ([what's this?](#))
- Incoming Future Soldier
- Local National Employee
- Medical Discharge
- ROTC Cadets (MS I and II)
- US Air Force
- US Coast Guard
- US Marine Corps
- US Navy

Create Guest Account

Utility accounts should be used to provide organizational email addresses.

Create Utility Account

AKO Terms of Use / Terms of Service

This is a DoD web site. The security accreditation is classified above the accreditation level of the authorized, for management of the system, and operational security. Monitoring includes system. During monitoring, information on personal information, placed on or sent over consent to monitoring. Unauthorized use of during monitoring may be used for administrative purposes.

*** AKO policy dictates that usernames must follow the format "firstname.lastname", with middle names and trailing numbers used when necessary to create unique IDs. AKO user IDs that do not conform to this requirement are subject to deactivation. The only exceptions are usernames that are longer than 20 characters. These usernames must follow the format "firstinitial.lastname".**

*** Users should register accounts ONLY for themselves. Please do not register an account on another user's behalf.**

4. Fill out form with required information and follow directions

The screenshot shows the 'Army Knowledge Online - Microsoft Internet Explorer' window. The address bar displays 'https://www.us.army.mil/suite/login/welcome'. The page header features the 'AKO ARMY KNOWLEDGE ONLINE' logo and a 'Help' link. The main content area is titled 'Army Portal Registration' and contains two primary sections: 'Account Information' and 'User Information'.

Account Information

Enter the AKO User Name of your Army sponsor.

* **Army Sponsor:**

Choose the category that best describes you.

Note:

- Accounts for **Cadets** are only available to collegiate cadets.
- Accounts for **Foreign Officers** are only available to officers attached to the U.S. Army.

* **Account Type:**

User Information

Your user name will be automatically generated from the names you enter. For example:

- First.Last
- First.MI.Last
- First.Middle.Last
- Nickname.Last
- First.Last(Suffix)

* **Title:**

* **First Name:**

Middle Name:

* **Last Name:**

Nick Name:

Suffix:

Social Security Number is mandatory for **Cadet**, **Incoming Future Soldier**, **Incoming DA Civilian** accounts, **Military Transition** accounts, optional for all others. This is only used for identification purposes.

Social Security Number:

Enter your current organization (e.g. PEO STAMIS).

Organization:

Enter the address of your current organization (e.g. 9350 Hall Road, Suite 142, Fort Belvoir, VA 22060-5526).

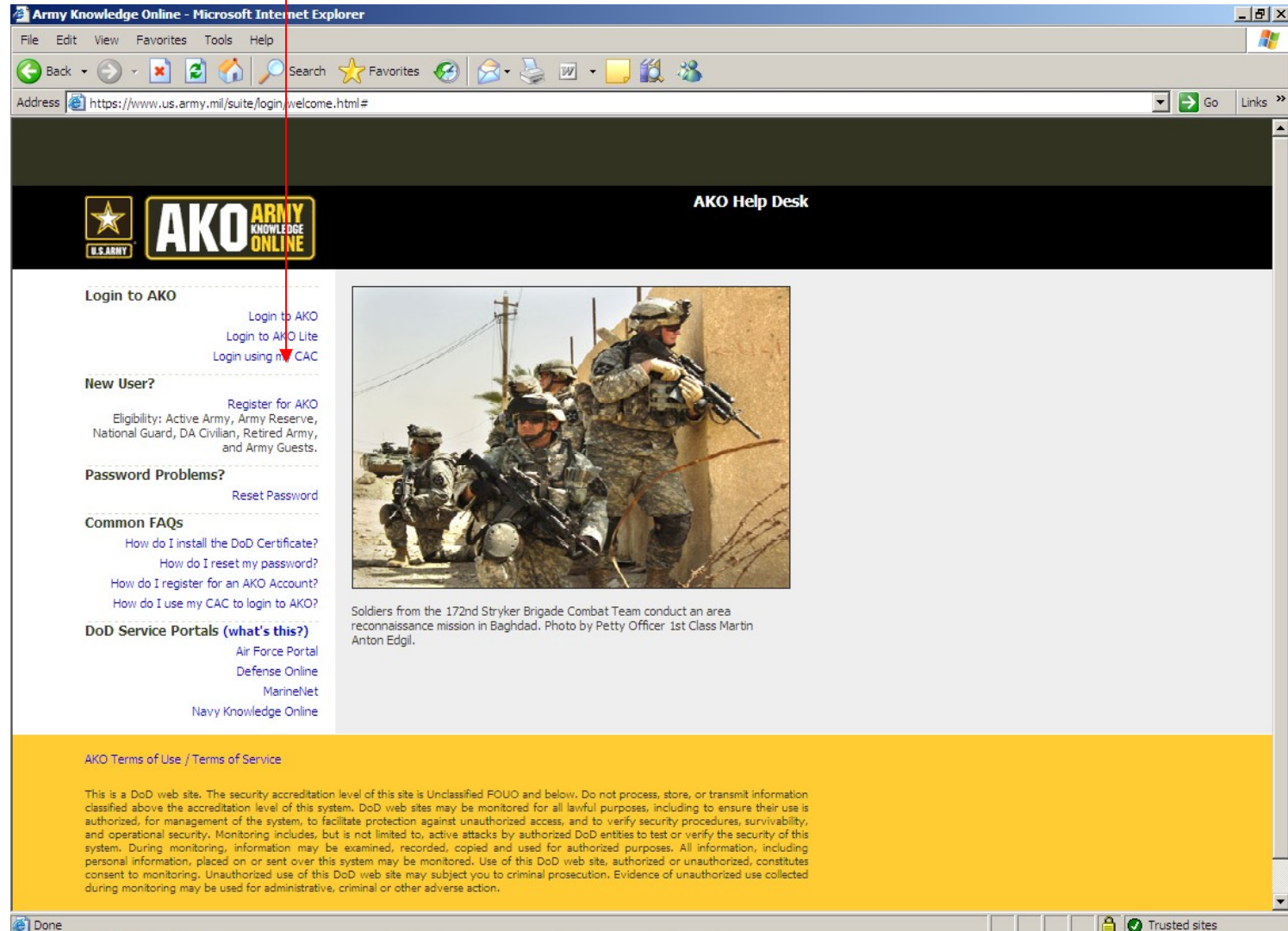
Organization Street Address:

Organization City:

The left sidebar contains links for 'Login to AKO', 'New User?', 'Password Problems?', 'Common FAQs', and 'DoD Service Portals (what's this?)'. The bottom of the page includes 'AKO Terms of Use / Terms of Service' and a security disclaimer.

5. **Sponsor** Go to <https://www.us.army.mil>

6. Click Login using CAC



7. Click My Account from the toolbar

The screenshot shows the Army Knowledge Online (AKO) website in Microsoft Internet Explorer. The browser window title is "Army Knowledge Online - Microsoft Internet Explorer". The address bar shows "https://www.us.army.mil/suite/authenticate.do". The website header includes the AKO logo and the text "Welcome, Lowell Seal (CAC Session) | My Account | Help | Logout". Below the header is a navigation bar with links for "My Workspace", "Knowledge Networks", "Site Map", "email", "files", "forums", "groups", "im/chat", and "my forms". The main content area is titled "Home" and features a "Live Webcasts from LandWarNet 2006" section with a photo of a man speaking at a podium. To the right of the photo is text about the webcast and a link to watch. Below this is a "New AKO Homepage!" section with text about the upcoming homepage update and a list of links for more information. On the left side, there is a sidebar with a search bar, "My Favorites" section, "Army Organizations" section, and "Self Service" section with various links. On the right side, there are sections for "Army News", "Early Bird News", "AKO Links", and "Army Links (Active Army Officers)". The bottom of the page shows the Windows taskbar with the Start button and several open applications.

Army Knowledge Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail New Window New Tab

Address <https://www.us.army.mil/suite/authenticate.do> Go Links >>

AKO ARMY KNOWLEDGE ONLINE

Welcome, Lowell Seal (CAC Session) | [My Account](#) | [Help](#) | [Logout](#)

My Workspace Knowledge Networks Site Map

AKO Home email files forums groups im/chat my forms

Wednesday, 23 August 2006

Home

Search Advanced Search

AKO Sites
AKO Files
DA Pubs & Forms
People (White Pages)
[Create AKO Content](#)

My Favorites [Edit]

Pages Links Files Forums

You have no pages in your favorites.

Army Organizations

Army Organizations has moved. To access, click the [Site Map](#) tab.

Self Service

- Antivirus Services
- Army e-Commerce
- My Benefits
- My Education
- My Family
- My Finance
- My Legal
- My Library
- My Medical
- My Personnel
- My Readiness

Live Webcasts from LandWarNet 2006

LTG Boutelle (CIO, US Army), LTG Croom (Director, DISA) and other key IT leaders will speak at this year's LandWarNet conference, August 21-24, 2006 from Fort Lauderdale, FL. The LandWarNet plenary sessions will be webcast live through the Army Streaming Media servers. To watch you must have QuickTime 7 installed on your computer.

[Click here to watch...](#)

DOIMS, click here for a list of ports and protocols that must be opened to allow users to watch the webcast...

New AKO Homepage!

On 26 August, AKO will release a new and improved homepage. The new homepage has a great new look and feel and has been designed to help you find your way around faster. To learn more:

- Take a complete [Tour of the New Homepage](#)
- For a quick overview, check out the special edition of AKO at a [Glance - The New Homepage](#)
- Visit the [AKO Homepage Upgrade site](#) to see the photo gallery and to send us feedback

AKO Services

Army Wide Announcements

23 Aug 2006 - [New Army GPS Website](#)
Army PM GPS has established a new home page

Army News

- [Soldiers hone response to civil emergencies](#)
- [Online program eases uniform ordering for deployed Soldiers](#)
- [Nemechek claims season's first win](#)
- [Black Knights step up performance](#)
- [RE/MAX helps military spouses on career path](#)
- [More](#)

Early Bird News

- [show headlines](#)

AKO Links

- [About AKO](#)
- [AKO Updates](#)
- [Army Application Directory](#)
- [Inside AKO](#)
- [Single Sign-on](#)

Army Links (Active Army Officers)

- [DA Photo](#)

Done

Start 3 Microsoft Office Out... Army Knowledge Onli... Microsoft PowerPoint - [...]

Trusted sites 1:19 PM

8. Click Sponsor Management from the toolbar

9. The Sponsor will need to Approve the new account

Army Knowledge Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.us.army.mil/suite/authenticate.do> Go Links

Welcome, Alex Howell (CAC Session) | My Account | Help | Logout

My Workspace Knowledge Networks Site Map

AKO Home > Sponsor Management Console

email files forums groups im/chat my forms

Wednesday, 23 August 2006

Sponsor Management Console

[User Info](#) [Change Password](#) [Mail Options](#) [Vacation Message](#) [IM Preferences](#) [CAC Registration](#) [My Profile](#) [Sponsor Management](#)

Please note that verified guest accounts will be renewed for a maximum of 365 days. Unverified guest accounts can only be renewed for a maximum of 120 days. If your guests are eligible for verified accounts, please tell them to login to AKO (<https://www.us.army.mil>), click on "My Account" (upper right), and click on the "Verify Account" button. To learn more about verified and unverified guest accounts, please consult the [AKO Account Policy](#) document.

New Sponsored Accounts

Click on one of the usernames below to approve or reject an account.

[20] 50 100 Per Page

Username	Approve	Reject	Account Type	External Email	Register Date	Revoke Date
You have no pending sponsored accounts to review						

Existing Sponsored Accounts

Click on one of the usernames below to renew, reject, or change the account type of a guest. You can also change the sponsorship of your guest to another full account member.

[20] 50 100 Per Page

Username	Reapprove	Change Sponsor	Change Type	Reject	Account Type	External Email	Revoke Date
You have no sponsored accounts to manage							

My Favorites [Edit]

Pages **Links** **Files** **Forums**

You have no pages in your favorites.

Army Organizations

Army Organizations has moved. To access, click the [Site Map](#) tab.

Self Service

- Antivirus Services
- Army e-Commerce
- My Benefits
- My Education
- My Family
- My Finance
- My Legal
- My Library
- My Medical
- My Personnel
- My Readiness
- My Security
- My Training
- My Travel

Reference

[Army Libraries](#)

Done Trusted sites